

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
May 10, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, May 10, 2016 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Jon Feichter
Alderman LeRoy Roberson

Alderman Julia Freeman had noted at the last regular meeting she would not be present.

The following staff members were present:

Mike Morgan, Interim Town Manager
Woodrow Griffin, Town Attorney
Amie Owens, Town Clerk
David Foster, Public Services Director
Julie Grasty, Asset Services Director
Kyle Cook, Water Treatment Superintendent
Jeff Stines, Water/Sewer Maintenance Superintendent
Willy Jackson, Crew Leader
James Robertson, Tax Collector
Roger Patterson, Assistant Water Treatment Plant Manager
Brittany Buchanan, Human Resource Specialist

The following media representatives were present:

Mary Ann Enloe, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and asked Town Clerk Amie Owens to highlight additions to the calendar including:

- May 17th through 19th - Haywood County Schools Art Show at the old Hazelwood School library
- May 25th – Groundbreaking ceremony for the new Haywood County Emergency Medical Services and Emergency Management Base – 4:00 p.m.
- June 4th – Haywood Pathways Open House from 1:00 p.m. to 5:00 p.m. with dedication ceremony at 3:00 p.m.

Mayor Brown announced that there would be a special called meeting of the Board on Tuesday, May 17 at 4:00 p.m. in the Municipal Building Conference Room with the purpose of entering into closed session to meet with Developmental Associates to review applications for the Town Manager position.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Roberson, to approve the minutes of the April 26, 2016 regular meeting, and the minutes of the May 3, 2016 special called meeting, as presented. The motion carried unanimously.

3. Proclamations

a. Public Works Week – May 15 – 21, 2016

Mayor Brown signed a Proclamation Recognizing Public Works Week, May 15 – 21, 2016. A copy of the proclamation was read by Public Services Director David Foster and the Mayor presented the official proclamation to several staff members including the newly promoted Crew Leader, Willy Hickman, Asset Services Director Julie Grasty, Water Treatment Superintendent Kyle Cook and Water/Sewer Maintenance Superintendent Jeff Stines.

Mayor Brown thanked those in attendance and all of the Public Services staff for their commitment to serving and noted that “everyone in town is impacted by the job that these individuals do.”

b. National Police Week – May 15-21, 2016 and Peace Officers Memorial Day, May 19th

Mayor Brown read aloud the Proclamation Recognizing National Police Week, May 15- 21, 2016 and Peace Officers Memorial Day on May 19, 2016. Following the reading, Mayor Brown noted the funeral services for retired police officer James “Barney” Wood were held earlier in the day and he commented on the professionalism of the police department and their participation as pall bearers. Mayor Brown commended the police department for the manner in which they conduct themselves daily and for their service outside of their normal duties.

B. PRESENTATION

4. Town of Waynesville Wellness Committee Update

James Robertson, Tax Collector and Chairman of the Wellness Committee addressed the board and explained that there had been many things done by the Wellness Committee to help improve the health and well-being of employees. On behalf the Wellness Committee, Mr. Robertson thanked the board for allowing continued funding for wellness programming as it is a benefit for the employees. He added that both he and the committee have learned much over the last couple of years and he was pleased to report that the Town has a stellar program that other organizations model their programs around.

Brittany Buchanan, HR Specialist, informed the Board about the WorkWise Award that the Town received in March. She explained that MountainWise is a coalition of employers in Western North Carolina who work together to share information about wellness programming and share successes. MountainWise is developing a wellness video to share among businesses to highlight wellness programs and the Town's Wellness Committee is serving as mentors for those developing programs and will be featured on the video.

Mr. Robertson added that part of the wellness program is offering educational opportunities called Lunch and Learns. Since the beginning of the FY 15/16, there have been nine (9) offered with average attendance of 15. Mr. Robertson explained that individuals attending these offerings and with exercise and other activities earn points that are tracked and rewards provided for participation. He alluded to the upgraded new Garmin devices and provided a handout to board members. Mr. Robertson commented that part of what sets the Town apart in its wellness efforts is that we have the Recreation Center with resources built in.

Roger Patterson, Assistant Water Treatment Plant Manager, has been deemed the ambassador for the wellness program preaching the gospel of wellness. Mr. Patterson provided t-shirts to the board members and encouraged them to participate in the wellness program. He noted that the theme for this year's program is "All In" and he truly wants everyone to be involved. As indicated earlier, the devices used to help track activity have been upgraded and the cost has been kept to a minimum. Mr. Patterson was pleased to remind the board that insurance premiums have remained flat and that the wellness program has had a part in this trend. He added that the Wellness program was specifically designed to keep employees well and to keep costs low.

Mr. Robertson concluded the presentation by announcing future wellness activities such as Fresh Fruit Fridays where all departments will receive fresh items rather than other snacks; opportunities to partner with other municipalities and organizations for sharing of ideas and possibly some competitions. Mr. Robertson again thanked the board for supporting the wellness programs.

Mayor Brown thanked the Wellness Committee for their diligence and their commitment to making Waynesville's employees healthier and keeping health care costs low.

C. CALL FOR PUBLIC HEARING

5. Call for Public Hearing to consider a zoning text amendment of Chapter 4.6 of the Town Code regarding mobile food vendors as temporary uses

Elizabeth Teague, Development Services Director, explained that The Town has seen increased interest in mobile food vendors and there is a need to ensure that mobile vendors operating within Town limits are compliant with health department requirements and are present within the Town at the permission of property owners, or at the invitation of nearby businesses who have requested this use in an identified public space. Also it is important that mobile food vendors are located in a manner that allows workers access to bathrooms and that assures compliance with applicable building and fire safety codes. Ms. Teague noted that this was to call for the public hearing for May 24.

Alderman Robertson made a motion, seconded by Alderman Feichter to call for a Public Hearing to be held on Tuesday, May 24, 2016 at 6:30 p.m. or as closely thereafter as possible, in the Town Board Room located at 9 South Main Street Waynesville to consider a zoning text amendment of Chapter 4.6 of the Town Code regarding mobile food vendors as temporary uses, as presented. The motion carried unanimously.

D. NEW BUSINESS

6. Resolution of Intent to Close and existing Right of Way on Town-owned property and Call for Public Hearing

This business item was removed from the agenda as Town Attorney Woody Griffin may have an alternate way to complete this closure which may be brought back to the board at a later date.

7. Street Closure Request for Academy Street – Waynesville First United Methodist Church

Manager Morgan noted that a request had been received from Waynesville First United Methodist Church regarding street closure of Academy Street for various activities. The three requested dates were for:

- Pig Pickin' – Church Community Event on Sunday, June 5 beginning at 4pm and ending at 8pm. Close street by 1pm Sunday, June 5.
- Back to School Bash – Church Community Event on Sunday, August 28 beginning at 4 and ending at 7pm. Close street by 1pm Sunday, August 28.
- Trunk or Treat – Community Event on Monday, October 31 beginning at 5pm and ending at 8pm. Close street by 3:30pm, Monday, October 31.

Manager Morgan noted that all of these events had been previously approved by the board including the street closure for each.

Mayor Brown inquired if there was something that the Town should be doing related to the number of street closure requests that are received. He asked Manager Morgan if this was common everywhere and if there were policies in place that exclude certain streets from begin closed. Manager Morgan noted that there are lots of festivals in this community, but street closures are common and there is no policy in place in Waynesville that addresses specific streets.

Alderman Caldwell made a motion, seconded by Alderman Roberson to approve the requested closure of Academy Street for the various events for the First United Methodist Church through the remainder of 2016, as presented. The motion carried unanimously.

8. Request from Mountain View Garden Club for Arboretum at the Waynesville Recreation Center

Jonathan Yates, Outside Facilities Supervisor, explained that he had met with the Mountain View Garden Club to discuss a potential partnership for an arboretum in the park system at the Waynesville Recreation Center. Mr. Yates frequently receives questions about the types of trees and plants around town and at the parks; while there is signage in place for some, not all are marked. An arboretum would allow the opportunity for beautification as well as a place for education, research, and

public outreach. Efforts had been established before, but with no fulfillment. This would be an opportunity to work collaboratively with the Mountain View Garden Club and others to make this a reality.

The Mountain View Garden Club is supportive of these efforts and is committed to assisting with grant opportunities to help fund such a project. In fact, they have committed \$2,000 for the upcoming fiscal year to the Town if this project moves forward.

Mr. Yates explained that a tree inventory was completed in 2010 that indicated that approximately 1,300 trees were catalogued. If approved, Mr. Yates could contact the vendor, WNC GIS to assist with indication of additional larger tree areas and help with signage and identification. The plan is to have signage that will have QR readers to give extensive information on trees and plants.

Ms. Diane Kornse with the Mountain View Garden Club explained that the Club is in its 65th year and is committed to the beautification and education about plants and trees in this area. The Mountain View Garden Club cares for several areas within the town including planters at the post office, Shelton House garden, the Town welcome sign and topiaries at the library. Ms. Kornse added that this arboretum would be a new venture for the organization and commented that she hoped that the board will support the project.

Mr. Yates concluded by noting several of the collaborative relationships with other entities who could assist with the project including Haywood Community College, Haywood Waterways Association and Boy and Girl Scouts. Mr. Yates thanked the board for the opportunity to present this project and thanked the Mountain View Garden Club for their assistance.

Mayor Brown inquired about the timeframe for the project. Mr. Yates answered that this would be an ongoing project fairly open ended because plant materials change and opportunities to educate will continue to arise over time. It is the plan to introduce new species when possible.

Alderman Roberson noted that it may be beneficial to partner with the Young Professionals Group through the Chamber of Commerce since they were instrumental in greenway signage. Alderman Feichter added his thanks to the Mountain View Garden Club and his pleasure at seeing entities work together to make Waynesville the treasure that it is.

Alderman Feichter made a motion, seconded by Alderman Caldwell to approve the request from the Mountain View Garden Club to work with the Town of Waynesville staff to develop an arboretum of local plant and tree species around the Waynesville Recreation Center and park system, as presented. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

9. Manager's Report - Interim Town Manager Mike Morgan

Town Manager Search

Manager Morgan reported that the manager search posting ends on Sunday May 15th at midnight. A special called meeting for the Board to enter into closed session to review applications will take place on May 17, 2016 at 4:00 p.m. in the Municipal Building Conference room.

Budget

The Board of Aldermen will hold the special called meeting for the purpose of the public hearing on the budget on June 7, 2016 at 6:30 p.m. in the Board Room of the Town Hall.

Manager Morgan explained that for future years, something to consider is a rural fire tax for those individuals who are receiving services, but are located outside of the city limits. The Haywood County Board of County Commissioners can approve the levy of such a tax up to 10 cents. Discussion was held and Mayor Brown noted that this was the dilemma faced by the Board daily, how to set fees to equitably assess the users of services.

Alderman Caldwell provided his first draft of the special appropriations as part of the annual budget. Board members were asked to continue to review the proposed budget and if there were any changes to please let Manager Morgan or Finance Director Eddie Caldwell know.

10. Attorney's Report - Town Attorney Woody Griffin

Town Attorney Woody Griffin had nothing to report.

E. COMMUNICATION FROM THE MAYOR AND BOARD

Mayor Brown noted that Board Members received a copy of a letter to John Stiltner related to in-kind services for the proposed renovation of the old Haywood County Hospital. The letter was drafted as a not-to-exceed amount to protect the Town. The costs outlined in the letter reflect the bottom line numbers for material and labor. Mayor Brown added that this is a needed housing opportunity for those in the Town of Waynesville.

Mayor Brown also showed Information about travel and tourism with a sample of the new BuyHaywood and local adventures brochures. He noted that there were many things going on in the background and economic development in travel and tourism that will benefit the Town and the County.

Mayor Brown thanked Alderman Feichter and Alderman Roberson for attending a meeting during the previous week regarding job creation.

F. CALL ON THE AUDIENCE

No one addressed the Board.

G. ADJOURN

There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Freeman to adjourn the meeting at 7:39 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Michael J. Morgan, Interim Town Manager

Amanda W. Owens, Town Clerk